



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 23, 2008

Daniel Edelist, President
NL&A Collections, Inc. dba Nova Lighting
6323 Maywood Ave.
Huntington Park, CA 90255

Dear Mr. Edelist:

RE: **FINAL MONITORING VISIT REPORT** for Nova Lighting – ET07-0113

Date of the Visit:	07/25/08
Beginning/Ending Time:	9:00 a.m. – 12:00 p.m.
Date of Last Visit:	06/22/07
Visit Location:	Huntington Park
Persons in attendance:	David Mayemura, Vice President, Nova Lighting Yvonna Teng, Administrative Assistant, Nova Lighting Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	08/07/06 – 08/06/08	Agreement Amount:	\$50,000
Training Start Date:	08/08/06	No. to Retain:	20
Date Training must be Completed:	05/06/08	Range of Hours:	8 - 160
Type of Trainee:	Retrainee	Weighted Ave. Hours:	125

FINAL REPORT SUMMARY:

The Agreement was executed on August 11, 2006 and training began on August 6, 2006. Your project staff reported that all ETP training was completed on February 25, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – October 6, 2008. There were no revisions during the term of the contract.

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ETP (04/15/05)

According to Mr. Mayemura, 12 of the 20 trainees estimated to be retained, specified on Chart 1, Exhibit A of the Agreement, have completed 252 hours of training and the 90-day retention period. Assuming all other Agreement requirements are met, Nova Lighting will earn approximately \$5,040 (10%) of the total ETP Agreement amount. Since you did not submit any Invoices throughout the term of the contract, Nova Lighting will receive \$5,040 in funding if the anticipated number to retain is verified during the final fiscal closeout. Project staff responded that they required technical assistance on how to access the ETP Forms website to submit invoices for payment, and they also wanted to wait until the end of the contract to submit Progress and Final Payments to insure that all trainees in the Agreement completed the 90-day retention period and met ETP's wage requirement.

Mr. Mayemura stated that, although they did not complete 100 percent of the training, Nova Lighting has been able to provide employees with Commercial Skills, Business Skills and Computer Skills training that taught employees to be more efficient and effective. Project staff indicated that Nova lighting did provide additional training to its employees, but did not document the training as required by ETP.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that there were no barriers in implementing the training, just in finding the time to provide the training. Mr. Mayemura explained that during the course of this contract, Nova Lighting acquired two other businesses that required attention, taking time away from the original training plan. Also, as a small business, although training is necessary and helpful, the company still considers production goals as priority.

Project staff reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data with the assistance of ETP staff. Mr. Mayemura stated that the administration of the project was easy to handle with the use of the ETP Tracking System and ETP assistance. He also commented that ETP staff provided good support throughout the Agreement. In closing, Mr. Mayemura stated that Nova Lighting would be interested in returning to ETP for another contract in the future.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	18	Active, Need To Be Dropped:	4
Dropped Following Enrollment:	0	Completed Training:	14
Completed Minimum Hours for reimbursement:	14	Completed Retention:	14

According to project staff your statistics are in agreement with the information outlined on the ETP Class/Lab Tracking System indicating that 14 trainees have completed the minimum number of hours required to complete the training outlined in the Agreement.

ATTENDANCE ROSTERS:

The Analyst reviewed attendance records of 14 Job 1 trainees for the period between August 8, 2006 and February 25, 2008. The review of the Class/Lab Rosters revealed that they were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan.

AUDIT:

Nova Lighting will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

SIGNATURE ON FILE

Dolores Kendrick, Manager
North Hollywood, Regional Office

SIGNATURE ON FILE

Elsa Wadzinski, Contract Analyst
North Hollywood, Regional Office

cc: David Mayemura, Vice President (via E-Mail)
Nova Lighting

Amber Luiz, Assistant Director (for Small Business Projects only)
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 8/20/08